

MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date:

April 26, 2013

Place:

CWCAC, Inc. Headquarters

1000 Highway 13

Wisconsin Dells, WI 53965

Board Members:

Present:

Bill Gomoll, Rocky Gilner, John Atkinson, Muriel Harper,

Jim Layman, Dave Singer, Charlie Krupa, John Wenum,

Joan Smoke, and John Earl

Absent:

Sandy Wormet, Bob McClyman, Scott Beard, Denise Herbst, and

Kristine Koenecke

Unexcused Absence: None

Staff Present:

Craig Gaetzke, Susan Tucker, Jim Dahlke, and Lisa Williams

Guests:

None

Opening

 Motion was made by Bill Gomoll to adopt the agenda. Seconded by Joan Smoke. Passed unanimously. <u>MOTION CARRIED.</u>

Motion was made by Jim Layman to adopt the February 27, 2013 meeting minutes. Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED.

After the Pledge of Allegiance, John Earl asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world. John welcomed guests Craig Gaetzke, Susan Tucker, Jim Dahlke, and Lisa Williams.

2. President Comments

John mentioned we are celebrating the 10 year anniversary of our Wisconsin Dells building today. The PBP Committee is still very involved with planning for the Necedah senior housing project, Rolan's Senior Village. Planning for "Lot 2" is also underway. The financial audit by WIPFLI will begin next week with anticipation of another fine report. The Glenville Timberwrights visit went well. The election of officers will take place at our meeting in June. Kristine Koenecke has resigned her position on the board due to the demands of her current job.

After discussion, motion was made by John Wenum to amend the agenda, Letter D to include "Letter of Resignation - Kristine Koenecke &

Appointment of New Board Member - Renee Greenland". Seconded by Joan Smoke. Passed unanimously. <u>MOTION CARRIED</u>.

Motion was made by John Wenum to accept Renee Greenland as the new Low-Income Representative for Sauk County replacing Kristine Koenecke. Seconded by Bill Gomoll. Passed unanimously. <u>MOTION CARRIED</u>.

3. <u>Executive Director's Report</u>

Fred welcomed Renee as a new board member and expressed gratitude to the board and managers for their support. In preparation for the 10 year building anniversary, managers prepared informal presentations being displayed in the board room describing the services we provide. We will be having a cookout and a short ceremony including celebrating the service of all our volunteers. Information was presented detailing the President's CSBG budget cut proposal which would have a tremendous negative impact on Community Action Agency programs.

Motion was made by Bill Gomoll to approve the Executive Directors Report of April 26, 2013. Seconded by Joan Smoke. Passed unanimously. MOTION CARRIED.

4. Budget & Finance Report

Jim Dahlke presented the Budget & Finance Report which included equity positions in each of our buildings based on the original cost. The current equity positions reflected: Wisconsin Dells building - \$390,419; Adams building - \$71,015; Beaver Dam building - \$70,928; Portage building - \$7,691; Holly Heights - \$628,356; Kirk-Wood - \$435,804; Pine Grove - \$332,883; Wood Hollow - \$432,568; Wyona Lake - \$27,771; and total for all properties - \$2,427,739.

Motion was made by John Atkinson to approve the Budget & Finance Report of April 26, 2013. Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED.

5. <u>Committee Reports</u>

a. PBP Committee

Bill Gomoll asked board members to review the PBP Committee report of March 8, 2013. Bill Gomoll called the meeting to order and roll call was taken with seven members present. Motion passed by unanimous vote approving the agenda and minutes of the February 8, 2013 PBP Committee meeting. Ed presented the report on buildings maintenance and repairs. Fred reported the agency will be submitting five Federal Home Loan Bank Grant Applications requesting

funding for projects including well/septic replacement, homebuyer assistance, housing accessibility, home rehab, and weatherization deferrals. The Senior Housing Needs Survey is progressing with a public meeting scheduled. Fred discussed an opportunity to manage the Community Development Block Grant for the City of Columbus. Joan Smoke mentioned the grant application for a new Transitional Housing Project on Vine Street in the Dells was submitted by Stepping Stones. Our agency is a partner in support of the project. Committee members discussed the March 8th Finance Report which included information on equity on all our properties and growth of the properties from 2010 to 2012. The next meeting will be held on April 12, 2013.

Bill Gomoll asked board members to review the PBP Committee report of April 12, 2013. Bill Gomoll called the meeting to order and roll call was taken with eight members present. Motion passed by unanimous vote approving the agenda and minutes of the March 8, 2013 PBP Committee meeting. Ed presented the report on buildings maintenance and repairs. Fred mentioned that after our meetings today we will travel to Glenville Timberwrights in Baraboo for lunch and a tour. Annual submission of Property Tax Exemption requests has been completed for our apartment buildings. Fred reported we currently make annual Payments in Lieu of Taxes of \$1,600 for Wyona Lake Apartments and \$5,000 for Pine Grove. After discussion motion was approved by unanimous vote to review the annual PILOT payment with the City of Adams for a possible reduction. Fred reported we nominated Carla Lafferty for the Self-Sufficiency Award through WISCAP. The HOME grant application for Rolan's Senior Village will be submitted in April and the Federal Home Loan Bank Grant is due in June. After discussion, motion was approved by unanimous vote to request \$6,000 per unit on the FHLB grant application. Publicity and site engineering activities are continuing regarding the Senior Housing Project on Lot 2. Renee reported the warming center in Baraboo was at maximum capacity and her desire to volunteer there; she also provided positive feedback on the Board/Fundraising Seminar recently attended. The next meeting will be held on May 10, 2013.

Motion was made by John Atkinson to accept the PBP Committee reports of March 8, 2013 and April 12, 2013. Seconded by Renee Greenland. Passed unanimously. <u>MOTION CARRIED.</u>

b. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of March 8, 2013. John Earl called the meeting to order

and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the February 8, 2013 EPF&A Committee meeting. Motion passed by unanimous vote to go into Closed Session to discuss personnel issues. The committee resumed in Open Session. Jim presented the Finance Report including information on equity of all our properties and growth of the properties from 2010 to 2012. There are minimal building vacancies. The new Sage Accounting Software is working quite well and will help track any late payments. Motion was approved by unanimous vote to accept the Finance Report. Committee members discussed the updated Strategic Plan and will continue to review and consider for future discussion. Committee members reviewed the Board Duties & Functions Assessment including how the form will be completed and how issues will be addressed arising from the assessment. The Wisconsin Dells Building 10 year Anniversary Celebration & Rededication will take place immediately following the board meeting being held on Friday, April 26, 2013. The next meeting will be held on April 12, 2013.

John Earl asked board members to review the EPF&A Committee report of April 12, 2013. John Earl called the meeting to order and roll call was taken with four members present. Motion passed by unanimous vote approving the agenda and minutes of the March 8, 2013 EPF&A Committee meeting. Fred reported we may be experiencing staff hour reductions after our budgets review. Jim presented the Finance Report including agency assets as of December 31, 2012. The financial audit with WIPFLI will take place next week. The 10 Year Anniversary Building Re-Dedication/Celebration is progressing well. The 14th Annual Golf Classic is scheduled for Thursday, June 13th; all board members are welcome. A fundraiser was recently held for the Rio Food Pantry raising approximately \$4,000. New Beginnings Homeless Shelter in Beaver Dam is running well with approximately \$46,000 in their account and board members doing periodic fundraisers throughout the year. Fred reported that WISCAP is planning a 50th anniversary of the Economic Opportunity Act which will be held in 2014. The WISCAP Annual Meeting is being held on May 1st & 2nd in Madison; board members are welcome to attend. The next meeting will be held on May 10, 2013.

Motion was made by Muriel Harper to accept the EPF&A Committee reports of March 8, 2013 and April 12, 2013. Seconded by Jim Layman. Passed unanimously. <u>MOTION CARRIED</u>.

6. Program Reports

- a. Weatherization
- b. Homeless
- c. Hunger Reduction
- d. Employment & Training
- e. Business Development

Craig Gaetzke reported we on track with the Weatherization contract. Total clients served were 209 including 393 audits done and a service goal of 225. To date 139 freezers/refrigerators, 67 furnaces, 45 water heaters, and 65 windows were installed. Detail was also provided on the Home Rehab Programs, and status of the Community Development Block Grant, Community Development Block Grant - Emergency Assistance Program, Apartment Rentals, and WETAP Car Loan Program. Susan Tucker presented the Homeless Unit Report. We were awarded some extra funding from Dodge County United Way and the Emergency Shelter Program to help out with rental assistance. Since the inception of the Project Chance Program in 2004, 440 clients have been served. The Beaver Dam Homeless Shelter continues to be busy. Lisa Williams presented the Hunger Reduction Program Report. There was a 5% decrease in households served in 2013 over 2012 corresponding with a 35% increase in donated and/or purchased foods and a 9% increase in the USDA commodities. There was a less than 1% decrease in households served in 2013 over 2012 corresponding with a 78% increase in donated and/or purchased food and a 13% increase in USDA commodities received. We currently have 106 Section 8 vouchers in place and are fully leased up according to our budget appropriation.

Motion was made by Jim Layman to accept the Weatherization, Homeless, Hunger Reduction, Employment & Training, and Business Development Reports of April 26, 2013. Seconded by Joan Smoke. Passed unanimously. MOTION CARRIED.

7. Old Business

None

8. New Business

Motion was made by Joan Smoke to approve the motion which reads, "Conforming to US Department of Housing & Urban Development (HUD) rules and regulations for Fair Housing & Reasonable Accommodations, Central WI Community Action Council, Inc. Board of Directors, upon recommendation of the Executive, Personnel, Finance, & Audit Committee, endorses and approves the attached policy and directs that each resident of Wyona Lake Apartments receives a copy; and that a copy be posted at the apartment management office at Wyona Lake Apartments." After discussion, seconded by Bill Gomoll. Passed unanimously. MOTION CARRIED.

9. Next Meeting

Wednesday, June 12, 2013 @ 10:00 a.m.

10. Adjourn

John Wenum made a motion to adjourn. Seconded by Joan Smoke. Passed unanimously. <u>MOTION CARRIED.</u>

Signed by:

Fred Hebert, Executive Director

5-21-13

Date